



A Property Management Company

Residential and Commercial Property Management
Commercial Leasing
Property Management Accounting

New Tenant Reminders

<input checked="" type="checkbox"/>	Registration: Register with building management, if applicable.
<input checked="" type="checkbox"/>	Move-In: Schedule with building management, if applicable. Deposit and fees may apply.
<input checked="" type="checkbox"/>	Telephone: Order telephone service, if desired. Provide HRM with your current phone numbers (work, home, cellular, etc.)
<input checked="" type="checkbox"/>	Cable TV: Order service, if desired.
<input checked="" type="checkbox"/>	Electricity: Order service or see check box below. <input type="checkbox"/> If box check, HRM receives bill and allocates amount to several units. Billed by HRM on monthly rent statement.
<input checked="" type="checkbox"/>	Gas: Order service or see check box below. Be sure that The Gas Company inspects all gas appliances (range, heater, etc.) when service is connected. <input type="checkbox"/> If box check, HRM receives bill and allocates amount to several units. Billed by HRM on monthly rent statement.
<input type="checkbox"/>	Water/Sewer: Order service. <input type="checkbox"/> If box check, HRM receives bill and allocates amount to several units. Billed by HRM on monthly rent statement.
<input checked="" type="checkbox"/>	US Postal Service: Submit your change of address. Visit usps.com or call (1-800-275-8777).
<input type="checkbox"/>	

9/21/14

TENANT'S INITIALS & DATE

9/21/14

LANDLORD'S INITIALS & DATE